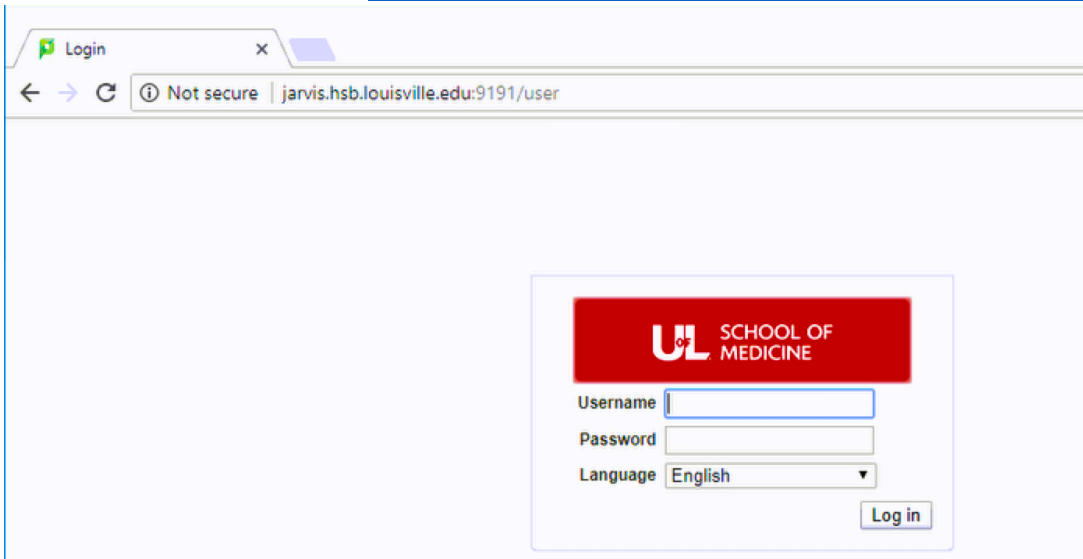# Web Print Instructions for Student Printer

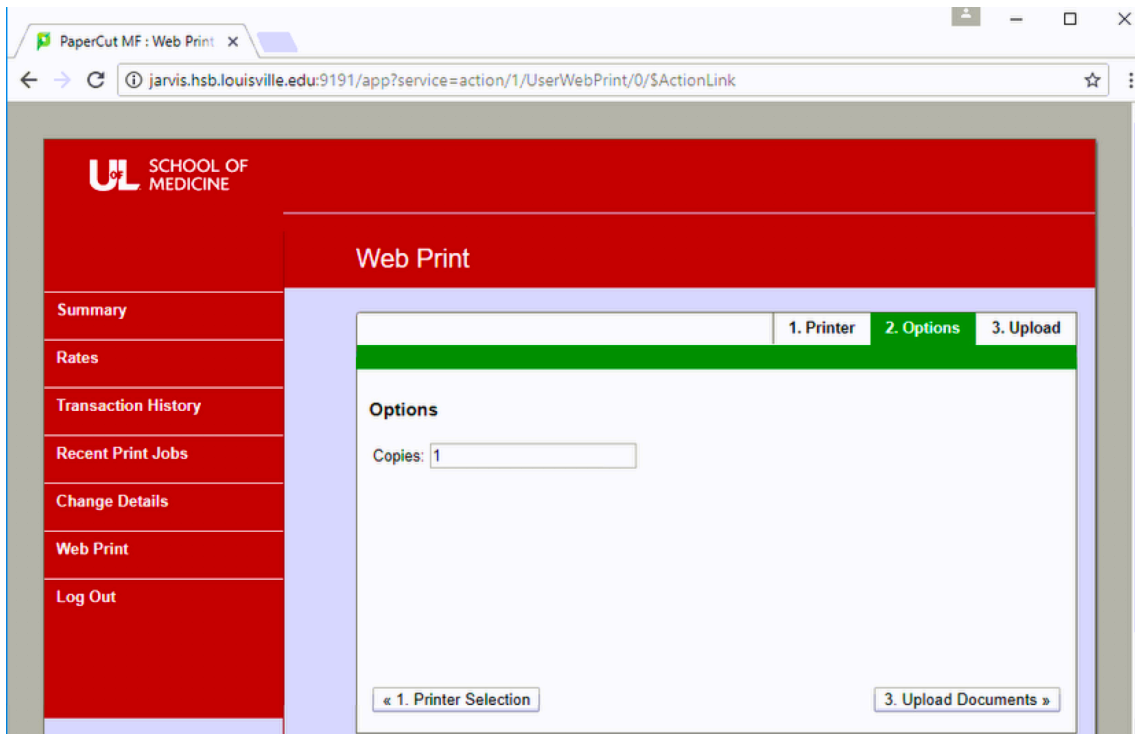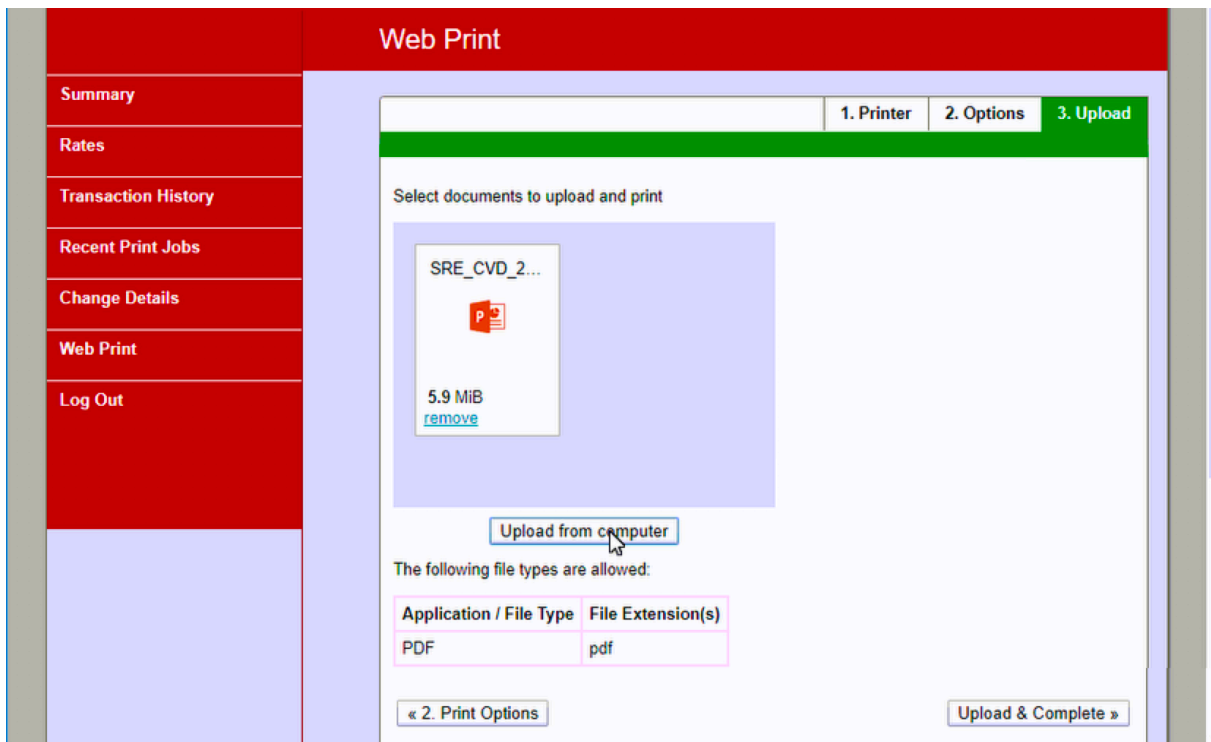Browse to: http://jarvis.hsb.louisville.edu:9191/

Login with **Ulink username and password**
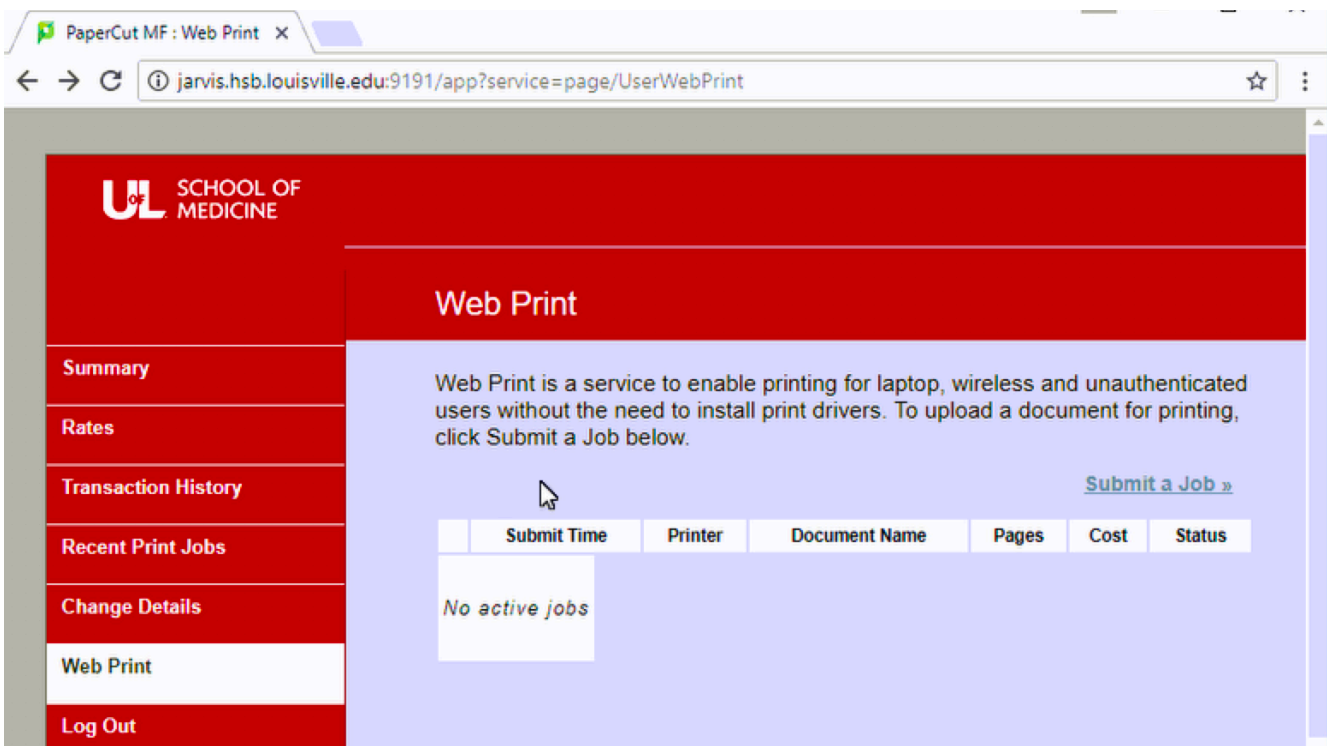
Click **Web Print** tab on the left side of window

Enter number of copies and click **Upload Documents >**

Upload **PDF documents** by dragging and dropping into **grey box** or upload by clicking **Upload from computer**. Then click **Upload and Complete.** *Note: PDF files are best for Web Print. Save Word and PowerPoint files as PDF's then drag those PDF's into the grey box.*